

COVID-19 Social Distancing Policies/Procedures for the Geologic Sample Repository

To visit the Geologic Sample Repository, individuals:

- are required to make an appointment (by phone or email) for viewing with a minimum of 3 days' notice (note: appointments are on a "first come, first serve" basis); when your appointment is confirmed please indicate approximate time of arrival;
- must call to be admitted to the building (205-247-3654 or 205-349-2852);

While here visitors:

- are required to wear masks inside the buildings;
- should avoid close contact with staff and other visitors;
- are expected to comply with established GSA/OGB protocols (next page);
- will be limited to 2 groups of no more than 3 individuals at a time (note: GSA/OGB staff count as individuals in a group when working in the same room; staff members do not count against the group limits when using a room for their own work).

Between uses of a viewing room by visitors or staff, the room will be cleaned by GSA staff following the CDC guidelines for workplaces. Specifically:

- High contact surfaces (door knobs, counters/cabinets, chairs, etc.) will be cleaned with soap and water followed by a disinfectant (Lysol, Clorox, or a bleach/water solution);
- The outside edges of the roller tables will be wiped down and sprayed with disinfectant;
- GSA supplied equipment (spray bottles, dropper bottles, microscopes, etc.) in the room will be also be cleaned and disinfected; the method will vary depending on the item to avoid damage;
- Visitor appointments will be restricted to allow for 48-hours between visitor uses of a room.

To make an appointment contact:

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205-247-3654

GSA/OGB COVID-19 Directives

- 1. If you have ANY SYMPTOMS of respiratory illness, DO NOT COME TO THE OFFICE. This includes coughing, fever, etc.**
- 2. Maintain social distancing (at least six feet of separation) in the workplace; avoid close contact with coworkers; stay in your own workspace as much as possible; avoid entering other's offices or workspaces; use email or telephone as much as possible, but if you must visit face-to-face, keep it short.**
- 3. Avoid group gatherings in the workplace; there definitely should be no group gatherings or meetings unless absolutely necessary and, if absolutely necessary, these should be <=10 people, with social distancing maintained; use Zoom or other platforms for meetings whenever possible (which should be most of the time).**
- 4. Avoid spending time in the hallways and common areas; if you need to stretch, take a walk outside.**
- 5. Only one person may use an elevator at a time. Please wash hands or use hand sanitizer after use.**
- 6. Wash hands with soap and hot water often; also use the provided hand sanitizer when unable to use soap and water for 20 seconds.**
- 7. Avoid touching the nose, mouth, and eyes.**
- 8. We encourage that you wear a protective mask in all public areas and in the Laboratory or when interacting with coworkers; use protective gloves, as appropriate. Gloves are available in the big conference room.**
- 9. Be diligent about workplace sanitation and pay close attention to the cleaning of surfaces, doorknobs, light switches, etc.; note that, for the time being, housekeeping will only be cleaning and taking out trash from restrooms and common areas; you must look after your own workspace.**
- 10. Staff that are in high-risk groups (65 or older, underlying health conditions, etc.) should discuss options with their supervisor, who will, in turn, discuss with the Director.**
- 11. Use common sense to protect yourself and others!**